

BEBE NODJOMI

EDUCATION

New York University
MA in Learning Technology & Design

Columbia University (2015)
MA in Film & Media Studies

Hunter College (2013)
BA in Film & Media Studies

EMPLOYMENT HISTORY

New York University American Journalism Online

Oct 2023 – Present

Program Manager

- Analyzes current curriculum and strategizes on how to design better online learning experiences for master's students
- Instituting recruitment efforts from scratch by creating promotional emails highlighting success stories of the program by marketing to in-progress candidates; developing new content to showcase the program's strengths
- Conducts interviews for the spring and fall intake, assessing applications on journalistic integrity
- Acts as student services advisor to cohort of 100 students, advising on Slack, Zoom; Enrolls students in Albert SIS; manages class offerings on CourseLeaf, tracks student drop-off and graduation rates, and pulls cohort data from UDW+
- Oversees up to two dozen adjunct faculty members, streamlining workflow and improving processes for sustainability
- Brainstorms new program development that would benefit the department's goal for creating tomorrow's critical thinkers

New York University Tisch Special Programs

March 2022 – Sept 2023

Assistant Director of Admissions

- Systematized, classified, and organized all 150 admissions letters, data dives, rosters, and ongoing notes for application changes, in one central location to better streamline day-to-day workflow
- Assessed 200 Study Abroad applications, 100 Online High School applications and 150 auditions per academic cycle
- Maintained a supervisory role, training Administrative Aide II on new duties, delegating daily tasks, and weekly duties
- Tidied data creating weekly enrollment reports, created data reports with charts and graphs using Exploratory
- Liaised with up to a dozen department heads on multiple admissions and programmatic processes
- Built instructional design template for department's incoming online master's program in producing
- Adapted quickly to new programs and processes created to adhere to department's mission to produce new revenue

Admissions Administrative Aide II

Sept 2018 – March 2022

- Manages and reviews roughly 1,700 incoming applications each year for study abroad courses, high school programs, and online programming, facilitating records between multiple databases: SlideRoom, Slate, and AlbertSIS
- Advised prospective students daily through application processes and provides program information to incoming inquiries via email, phone, and in-person visits; inspects and troubleshoots applicants' tech concerns over telephone and email
- Organized and scheduled interviews and auditions each semester using Google Calendar, Skype, Zoom, and EMS Software
- Prepared language for outgoing communications and admissions messaging, updates website via AEM accordingly per term

Firelight Media

May 2017 – Sept 2018

Documentary Lab Coordinator

- Spearheaded company's first ever open call for entries process, placed proper operational systems and database into place to house all incoming submissions utilizing Excel and Submittable
- Planned and prepped logistics for screenings, professional development retreats, and gatherings by organizing all travel, accommodation, guests, venue needs, catering, etc; Managed expenses and budget throughout fiscal year
- Wrote newsletters, maintained website, social channels, and all photos, events, and fellow achievements needed to promote the company's concentration on supporting people of color working in documentary film

SEASONAL LIVE EVENT EXPERIENCE

Aug 2015 – May 2017

Tribeca Film Festival, DOC NYC, IFP (The Gotham)

INTERNSHIPS

Aug 2012 – Aug 2015

Tribeca Film Festival, Democracy Now!, Women Make Movies, American Documentary | POV, Link TV/Link Media Inc.

PUBLICATIONS AND CONFERENCE PRESENTATIONS

Remembering Iran's 2009 Through Ali Samadi Ahadi's *The Green Wave*. *CineAction* no. 97 (Winter 2016).

Presented at University of Toronto Visible Evidence Conference XXII, August 2015

The Film as Essay: Jafar Panahi's Search for Self in *This is Not a Film*. *Jump Cut* no. 56 (Winter 2014-2015).

<https://www.ejumpcut.org/archive/jc56.2014-2015/NodjomiNotAfilm/index.html>

Presented at San Francisco State University Quiet Revolutions: Politically Subversive Cinema, October 2014

SKILLS

Critical thinking, project management, research & data analysis; experienced in data tidying with Exploratory; proficient in Figma, Rise 360, Adobe Suite, Google Applications, & Microsoft Office Suite; knowledgeable working with educational databases: SlideRoom, MoveIN, Albert SIS, CourseLeaf, UDW+, Oasis, & Slate; understands film databases: Filemaker Pro, Starbase & Submittable; Basic understanding of Python, fluent in Farsi, knowledge of Arabic & French; curating & programming